

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

OFFICE CLERK - 30020

Monthly Salary Range: \$2019 - \$2636

Option 1 - General	Option S1 - Spanish Speaking (General)
Option 2 - Typing	Option S2 - Spanish Speaking (Typing)
Option 5 - Mail & Messenger	Option S5 - Spanish Speaking (Mail & Messenger)
Option CH1 - Chinese Speaking (General)	
Option MC1 - Manual Communication (General)	
Option MC2 - Manual Communication (Typing)	
Option MC5 - Manual Communication (Mail & Messenger)	

Select options of your choice.

General duties: An Office Clerk performs clerical filing, document processing and general office support functions; work performed at this level is controlled by established work methods and procedures; operates common office equipment in fulfilling clerical tasks; receives, sorts and/or processes mail, papers, tapes or other documents; weighs, stamps and/or distributes to appropriate destination; may transport mail or other documents by automobile.

Desirable training and experience: Completion of four years of high school; or equivalent training and experience.

SPECIAL REQUIREMENT: Some positions may require possession of an appropriate valid driver's license. (Agency checks)

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:
CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:
SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435
MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005
ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

2-3-03 K opt 1, 11-25-96 opt 5K, (RC-014-04) Salary 1-1-06, Counties Updated 2-28-06

Knowledges tested for Options 1, 2, CH1, MC1, MC2, S1, and S2: Reading Comprehension; Alphabetical Filing; Numeric & Alphanumeric Filing; English Usage; Mathematics; Interpersonal Skills.

Knowledges tested for Option 5, MC5 and S5: Alphabetical Filing; Defensive Driving; Name and Number Checking; Written Instructions.

Tests and Weights: Automated multiple-choice test 100%. Applicants for Options 2, MC2 and S2 will be required to qualify in a typing performance test. The performance test requires the ability to type from copy at a minimum net rate of 30 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Equipment for performance test: Typing tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers.

Length of Eligibility: One year.

Option CH1 - Chinese Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Chinese and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option MC1, MC2 and MC5 - Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Options S1 and S2 -- Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 1 positions are established: Clinton, Cook-zone 1 (CH) (SS), Cook-zone 2 (CH) (SS), Cook-zone 3 (CH) (SS), Cook-zone 4 (CH) (SS), Cook-zone 5 (CH) (SS), Greene, Kane (SS), Kankakee, Livingston, McLean, Morgan, Randolph, Sangamon (SS), Shelby, Vermilion (SS), Will.

Counties in which Option 2 positions are established: Cook-zone 1 (SS), Cook-zone 2 (SS), Cook-zone 3 (SS), Cook-zone 4 (SS), Cook-zone 5 (SS), DuPage (SS), Kane (SS), Kankakee, Knox, Perry, St. Clair, Sangamon (SS), Will, Winnebago.

Counties in which Option 5 positions are established: Cook (SS), Sangamon (SS).

(CH) Indicates Chinese Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.